



eThekweni Municipality

Process Plan

IDP 2025/2026

Contents

1. Introduction	3
2. Process of Reviewing the IDP	4
3. Role and Responsibility of Stakeholders	9
Mayor.....	9
Council’s Executive Committee:.....	9
Municipal Manager assisted by IDP Manager:.....	9
Councillors	10
Plan Owners	10
Full Council	10
4. Role of External Stakeholders	10
5. Conclusion	12



1. Introduction

As required by the Municipal Systems Act (Act 32 of 2000), each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan (IDP). The IDP is a strategic plan that guides and informs all planning processes, activities, decision making, budgeting and management in the municipality. As per Section 34 of the Municipal Systems Act (Act 32 of 2000) a municipal council must review its IDP annually.

To facilitate the development of the new 5-year plan a Process Plan is required to be developed. The Process Plan outlines how the review process will unfold with specific reference to the planning process to be undertaken, organisational structures and the distribution of roles and responsibilities etc.)

The 2025/2026 IDP will inform the Municipal Performance Management and Monitoring System (PMS), Spatial Development Framework, Medium Term Expenditure Framework (Budget) and deliver on the strategic goals of the District Development One Plan.

The Municipality will also prepare a Service Delivery and Budget Implementation Plan (SDBIP) as an implementation tool as stipulated in the Municipal Finance Management Act of 2003 to be approved by the Mayor of the municipality in terms of sections 53 (1) (c) (ii) for implementing municipal services and its annual budget.

The core components of the IDP as indicated in Section 26 of the Municipal Systems Act (Act 32 of 2000) are:

- a) the municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
 - b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to municipal services;
 - c) the council's development priorities and objectives for its elected term, including its local economic aims and its internal transformation needs;
 - d) the Council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality;
 - e) the spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
 - f) the council's operational strategies;
 - g) applicable disaster management plans;
 - h) a financial plan, which must include a budget projection for at least the next three years; and,
 - i) the key performance indicators and performance targets determined in terms of Section 41.
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Section 28 of the Municipal Systems Act 32 of 2000 requires the following from each of the Municipalities:

1. Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
2. The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
3. A municipality must give notice to the local community of particulars of the process it intends to follow.

2. Process of Reviewing the IDP

The municipality has produced an integrated timetable of activities which includes the IDP, Budget, Performance Management, Spatial Development Framework, DDM One Plan, Asset management and annual reporting.

A detailed table of activities for developing the 2025/26 IDP, associated legislation, responsibility for each activity and the associated budget is as follows:



SCHEDULE OF KEY DEADLINES FOR IDP, BUDGET, QUARTELY REPORTS, ANNUAL REPORTS, PERFORMANCE MANAGEMENT PROCESS AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

DATE	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
JULY -2024				
	IDP PROCESS			
During July 2024	First Draft Process Plan 2025/26 to Council	MSA	OSM	Council
AUGUST -- 2024				
	IDP PROCESS			
August 2024	Complete and Consolidate Participation plan with CPAS on the CBP	MSA 29(1)(b)	CPAS, Departments and OSM	
	Strategic Issues Workshop with senior Municipal officials - Radical Budget Transformation meeting	MSA 31 (1)(a)(b)(c)(d)	OSM	
	Strategic Issues Workshop with senior Municipal officials - Budget Transformation meeting			
	Submit 2025 / 2026 Draft IDP and SDF Process Plan to COGTA		OSM	
	Advertise Draft Process Plan 2025 / 2026		OSM	
September 2024				
IDP PROCESS				
During September 2024	Alignment of the 2025/26 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)	OSM, PM&E, Treasury	



DATE		DETAILS	LEGISLATION	RESPONSIBILITY	
				OFFICIAL	COUNCILLOR
		Prepare first draft 2025/26 IDP based on Strategic Issues Workshop	MSA 34	OSM	
		Consultation on the IDP with stakeholders	MSA 29	OSM	
		Submit Final Draft Process Plan to Council for Approval	MSA	OSM	
		Submit Approved Process Plan to COGTA	MSA	OSM	
OCTOBER 2024					
IDP PROCESS					
	October 2024	Present first 2025/26 Draft IDP to DCM Forum, EXCO, Council and for "Noting of Progress"	MSA 29(a) 30(a)(b)(c)	OSM / Plan Owners/Councilors/Exco	Council and Exco
November 2024					
IDP PROCESS					
	November 2024	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)	OSM	
December 2024					
IDP PROCESS					
	December 2024	IDP Best Practice Conference	MSA 31(a)(b)(c)(d)	OSM	
		Review the first draft based on input received – thus leading to second draft 2025 / 2026	MSA 34	OSM/Plan Owners	



DATE	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
January 2025				
IDP PROCESS				
January 2025	Continuation of review of second draft of 2025/26 IDP	MSA 34	OSM/ Plan Owners	
	Alignment and integration of Mid-term Amendments to 2025/26 IDP			
Feb 2025				
IDP PROCESS				
Feb 2025	Meeting COGTA and Municipalities on IDP & SDF Submission and Assessment Process	MSA 31(a)(b)(c)(d)	OSM	
	Review of the 2 nd draft base on input received from COGTA and input from public participation and CPC – leading to the 3 rd draft IDP 2025-26	MSA 34	OSM/Plan Owners	
March 2025				
IDP PROCESS				
March 2025	Advertise third draft 2025/2026 IDP in press for public comment	MSA 29(1)(b)	OSM/ Communications	
	Third draft 2025/2026 to be tabled at DCM forum, exco and council for noting	MSA 34	OSM/Plan Owners	
	Third draft 2025/2026 to be submitted to	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	

DATE	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
	MEC for assessment			
April 2025				
IDP PROCESS				
April 2025	IDP Assessment by COGTA	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	
	Sector Forums with National and Provincial Sector Departments	MSA 26 (d)	OSM/ IGR/ Plan Owners	
	Present third 2025/26 draft IDP/PMS/Budget at Cluster and regional meetings.	MSA 17(c)	OSM/Officials	
May 2025				
IDP PROCESS				
May 2025	Draft 2025/26 IDP Process Plan	MSA 28 (1)	OSM	
	Commence fourth 2025/2026IDP draft based on public comment from regional/cluster hearings and COGTA assessment feedback	MSA 34	OSM/Plan Owners	
	IDP Festival		OSM/Plan Owners	
May 2025	Fourth draft 2025/2026 IDP review to be completed	MSA 25(1)	OSM/Officials	Exco
	Reviewed IDP draft 4 to be tabled at exco	MSA 32 (1) (a)(b)(c)	OSM/Plan Owners	Council



DATE	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
	Reviewed IDP draft 4 to be tabled at council for adoption	MSA 28 (1)	OSM	
	Summary of 2025/2026 IDP prepared in plain English and isizulu	MSA 25(4)(a)(b)	OSM	
June 2025				
	IDP PROCESS			
June 2025	Submit 2025/2026 IDP to MEC	MSA 32 (1) (a)(b)(c)	OSM	
	Advertisement of the adopted 2025/2026 IDP	MSA	OSM	
July 2025				
	IDP PROCESS			
Jul-25	Adopted 2025/26 IDP to be submitted to MEC for Local Government		OSM	
Jul-25	Summary of 2025/26 IDP prepared in plain English and isiZulu		OSM	

Please Note: Draft Budget and Performance related schedule of events are in course of preparation and will be tabled in August 2023.

3. Role and Responsibility of Stakeholders

Mayor

- Responsible for the overall co-ordination and initiation of the review process.

Council's Executive Committee:

- Monitor the Implementation of the IDP, involved in decision making process and provide recommendation to council.

Municipal Manager assisted by IDP Manager:

- Facilitate the development of the IDP review;

- Co-ordinate and Manage the process of the review in accordance with the necessary legislation;
- Identify the stakeholders in the IDP process;
- Ensure integration of strategic planning, budgeting and monitoring processes;
- Amend the IDP as per legislation (if required).
- Assist in the Induction Program of the new council with specific regards to the IDP

Councillors

- Assist and facilitate in public consultation and participation
- Provide comment on the IDP

Plan Owners

- Provide strategic technical, sector and financial information in the review process;
- Based on priorities, determine capital and operational budgets;
- Develop sector business plan;
- Develop the SDBIP.
- Amend Scorecard where necessary

Full Council

- Consider and adopt the process plan and reviewed IDP;
- Ensure integration of IDP, the Performance Management System(PMS), and the budget

It is further noted that the existing DDM Institutional structures such as the Political and Technical Hubs, together with the Cluster Workgroups would also be used as IGR forums for engagements with Government Stakeholders

4. Role of External Stakeholders

Stakeholders play an important part in the review of the IDP. The Process Plan indicates the public participation process for the review. The public participation process is varied and includes ward level participation to regional hearings with both written and verbal comments accepted. Call for public comments and advertisements of the stakeholder meeting would be advertised in the local newspapers. Copies of the IDP document would be made available electronically on the municipal website and hard copies would be placed in all municipal offices, libraries and customer care centres. Should stakeholders request copies of the IDP, where possible these would be made available to them preferably in electronic format. The municipality will also produce simplified copies in English and IsiZulu of the adopted 2025/26 IDP which is a summary of the full technical IDP. Regional IDP and Budget hearings will be hosted in the municipality, these hearing are both in IsiZulu and English, copies of the presentation are available at the meeting. The Mayor will also consider hosting an IDP festival as part of the participation process. Further interaction with the public on the IDP will be via, Mayoral Imbizo's, fortnightly municipal news supplement and where possible mayoral talk shows. The municipality is currently addressing the need for community-based planning.

Facilitators have been trained and a roll out program is currently being developed through the public participation unit.

The identified stakeholders are:

- **Traditional leaders**

Traditional leaders are represented at Full Council meetings where the IDP is presented. Community mobilisers are also fully aware of the contact details of the traditional leaders for the dissemination of information. The Mayor's Office has dedicated staff that handles all issues relating to participation matters with the traditional leaders.

- **Civil Society**

A detailed stakeholders database has been developed of civil society organisations. These organisations will be informed of the IDP reviews and requested to make formal comments. Comments in written or verbal (through presentations) would be accepted.

- **Cross Border Municipalities**

The municipality has begun a process to engage with cross border municipalities, through these existing structures the municipality will engage on IDP matters.

- **National and Provincial departments**

A sector forum has been setup for inputs into the IDP process. The IDP team has engaged with the department on a one-on-one basis to extract information required for the IDP process of particular importance is the engagement with Province on the PGDS

- **State Owned Enterprises**

State owned enterprises also for part of the sector department engagements. However due to the municipality's involvement with the SIP 2 projects, closer engagement has been held with Transnet.

- **Chamber of Commerce**

The IDP office has identified organised business as a key stakeholder in the development of city strategy, as such the process allows for engagement with the Chamber of Commerce and Business. The engagement would be in form of presentations to the leadership and members.

The approach to the development of the Municipality is underpinned by strategic global, national and regional policy. The objectives of these policies have influenced the development of the strategic direction of the Municipality. Whilst we have assessed and identified key policies, the most recent and relevant developmental policies Sustainable Development Goals, National Development Plan, Service Delivery Agreement Outcomes, Medium Term Strategic Framework 2019-2024 in developing the 2025/26. The Municipal One Plan would be one of the key informants to the new 5-year IDP, as such the high level One Plan processes are indicated in the above process plan.

5. CONCLUSION

This process plan for the IDP Review 2025/2026 has:

- Defined the steps for the process of the review;
- Outlined the roles and responsibilities;
- Outlined the broad public participation process ;
- Provided an integrated action plan

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